

CITY OF SAN ANTONIO

INTERDEPARTMENT CORRESPONDENCE SHEET

TO: All Holders of Administrative Directives

FROM: George K. Noe, Director of Management Services

COPIES: File

SUBJECT: REVISIONS TO ADMINISTRATIVE DIRECTIVE 5.12 AUTOMOBILE ALLOWANCES FOR PRIVATELY-OWNED VEHICLES

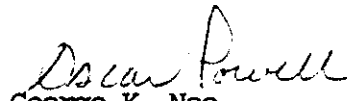
DATE: August 6, 1991

Attached is a revised copy of A. D. 5.12, Automobile Allowances for Privately-Owned Vehicles effective July 8, 1991

These revisions supersede all previous directives, memoranda or other correspondence on the subject.

Additional A.D.'s may be ordered through Central Stores by using a Reproduction Work Order.

Questions or interpretations regarding these changes should be directed to Lou Lendman at 299-8019.

  
George K. Noe  
Director of Management  
Services

EFFECTIVE DATE: April 28, 1982

REVISION DATES: March 25, 1985; Updated: July 8, 1991

SUBJECT: Automobile Allowances for Privately-Owned Vehicles

1. Purpose

- To establish administrative policy regarding automobile allowances for privately-owned vehicles.

2. Responsibility

- a. The employee shall be responsible for completing Form 0602-7 (Driver's License and Insurance Information Form). However, the Management Services Department, upon initial employment of an individual, and as an employee's driving status changes, shall ensure this form is completed.
- b. The Management Services Department shall be responsible for furnishing a copy of Form 0602-7 to Risk Management if car allowance is authorized.
- c. The employee shall provide evidence of insurance by having his or her insurance company forward a Certificate of Insurance to Risk Management, on a semi-annual basis, or as the terms of the policy apply.
- d. Thereafter, it shall be the responsibility of the employee to immediately notify Risk Management, through the employee's insurance company, of any change in his/her insurance coverage.
- e. Risk Management shall be responsible for maintaining records on evidence of insurance and the approval/rejection of insurance, and so notifying departments.
- f. As set out in A.D. 4.8, upon initial employment and any other employment changes affecting driving status, the Management Services Department shall be responsible for reporting to Risk Management any information relative to the driving status of an employee on automobile allowance or driving a city-owned vehicle.
- g. It shall be the responsibility of each department head to make certain that employees comply with the provisions of this directive.

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- h. The Director of Finance is responsible for examining the payrolls and supporting documents so as to ensure proper and accurate payments. The Director of Finance is also responsible for conducting selective audits of automobile allowance payments in order to ensure compliance with these instructions.

3. Procedures

- a. It shall be an absolute condition that proof of automobile liability insurance shall be furnished by those employees authorized to receive automobile allowance for their personal vehicle. Employees in non-compliance with the directive shall have their car allowance suspended and will not be allowed to drive their personal vehicle on City business.
- b. All employees operating privately-owned vehicles in the course of their employment will receive car allowance and will meet the minimum limits as set by the State Financial Responsibility Act for bodily injury for each person, for bodily injury for each occurrence, and for property damage for each occurrence. In addition, the City is to be an additional named insured within the auto liability insurance policy. Collision coverage is not required by the City as a condition of car allowance; however, the City assumes no liability for any damage to an employee's vehicle.
- c. The required insurance must be underwritten by an insurance company that is properly licensed by the Texas Insurance Commission.
- d. An employee may be authorized by his/her department head to use a privately-owned vehicle for out-of-town (conventions, special meetings, etc). The rate of compensation will be the most current mileage allowance or the cost of coach air fare, whichever is less. Request for payment for out-of-town travel is to be reported on a Travel Expense Voucher.
- e. The rate of reimbursement will be set by the Director of Management Services with the approval of the City Manager.

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- f. Employees authorized to receive automobile allowance are also entitled to receive reimbursement for the following expenses necessarily incurred in the performance of official City business:
  - 1) parking meter fees;
  - 2) hourly parking fees at commercial parking lots where no other parking is available and the reimbursement is approved by the department head (the approving signature of the department head on the automobile allowance mileage record will be accepted as evidence that the payment is justified and necessary);
  - 3) hourly parking fees at parking lots operated as City leases or concessions where there is no provision for validation of parking tickets for free parking by the department visited;
  - 4) long-term parking fees (weekly or monthly) are not allowable for reimbursement.
- g. No other expenses (for example: commuter bus fares, telephone calls, long term parking fees, touring charges, etc.) are reimbursable as automobile allowance.
- h. Automobile allowance is payable only to those employees whose department head has approved and submitted Form 11-105 (Feb. 1977) (Change of Status) to the Director of Management Services. Form 11-105 must also be submitted for discontinuance of the allowance.
- i. The automobile allowance mileage record, with heading filled in, must be in the vehicle at all times. Odometer readings will be recorded on the automobile allowance mileage record at the beginning and end of each journey for which reimbursement is authorized. The practice of maintaining informal records of such data and later transferring them to the automobile allowance mileage records is expressly prohibited.
- j. Reimbursable travel mileage for a given day may not include the mileage required for commuting between home and office or place of assignment. The commuting mileage must be added to the beginning odometer reading on the automobile allowance mileage record card at the beginning of each day.

ADMINISTRATIVE DIRECTIVE 5.12

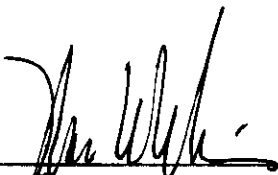
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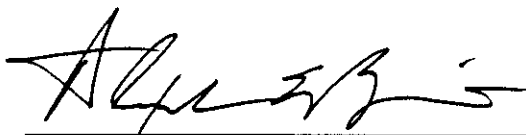
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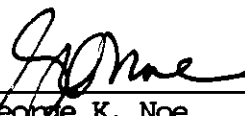
SUBJECT: Automobile Allowances for Privately-Owned Vehicles

4. Definitions

- Owned Automobile-a four wheel automotive vehicle designed for passenger transportation.

  
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Nora Chavez  
Director of Finance

  
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Alexander E. Briseño  
City Manager

  
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George K. Noe  
Director of Management Services